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ABSTRACT

This booklet is the seventh in a series of ten programed instruction units which was developed as a career related language arts program to teach library skills to junior high school students. The objectives of this unit are for the student to be able to (1) list ten parts of a book, (2) demonstrate knowledge of the function of each part, and (3) make a book with the ten parts of a book explained in this booklet. Students read the material and complete the exercises at their own pace. The booklet is illustrated with cartoons and drawings. (JAB)

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Junior High School

CAREER RELATED LANGUAGE ARTS

LIBRARY CAREERS

The Parts of the Book Part I

CAREER EDUCATION
County Office of Vocational And Adult Education
Dade County Public Schools

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LAP 7 - LIBRARY SKILLS

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COMMUNICATIONS: LIBRARY A & B

THE PARTS OF THE BOOK PART 1

STUDENT OBJECTIVES:

You will:

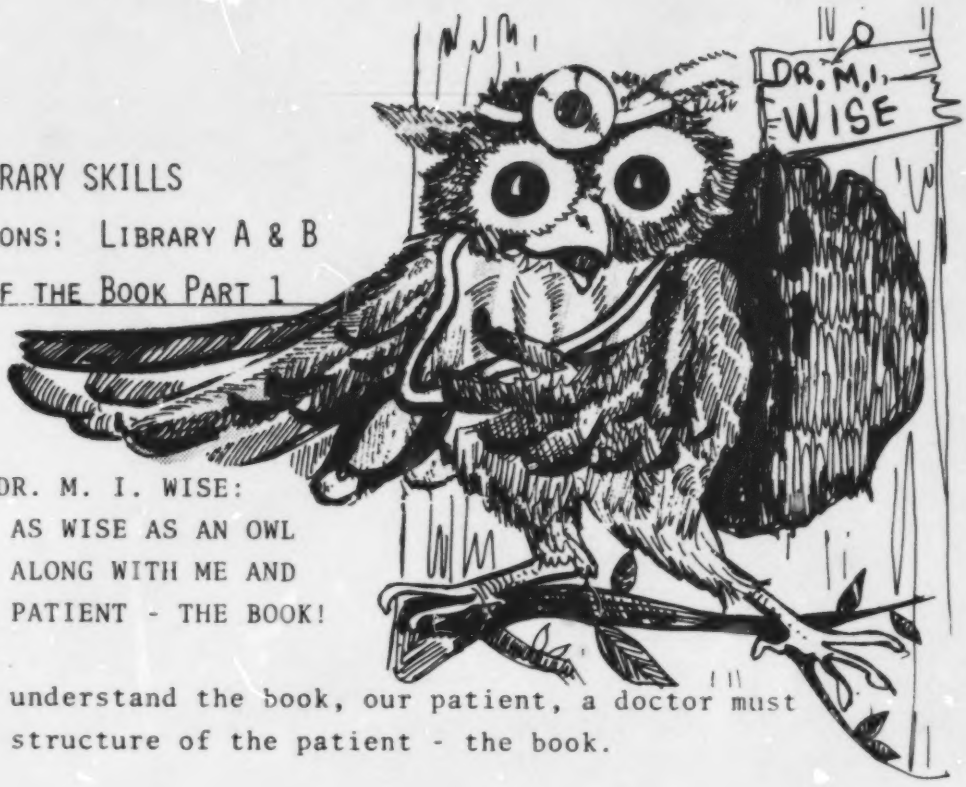
1. be able to list 10 parts of the book.
2. be able to demonstrate knowledge of the function of each part of the book.
3. be able to make a book with the 10 parts of the book explained in this LAP.

PARTS of The book
Who know what is The jacket
Teacher, I know, I know
Parts of the book
OK, little owl, what is The jacket?
Something To warm The book in winter time

LAP 7 - LIBRARY SKILLS

COMMUNICATIONS: LIBRARY A & B

THE PARTS OF THE BOOK PART 1

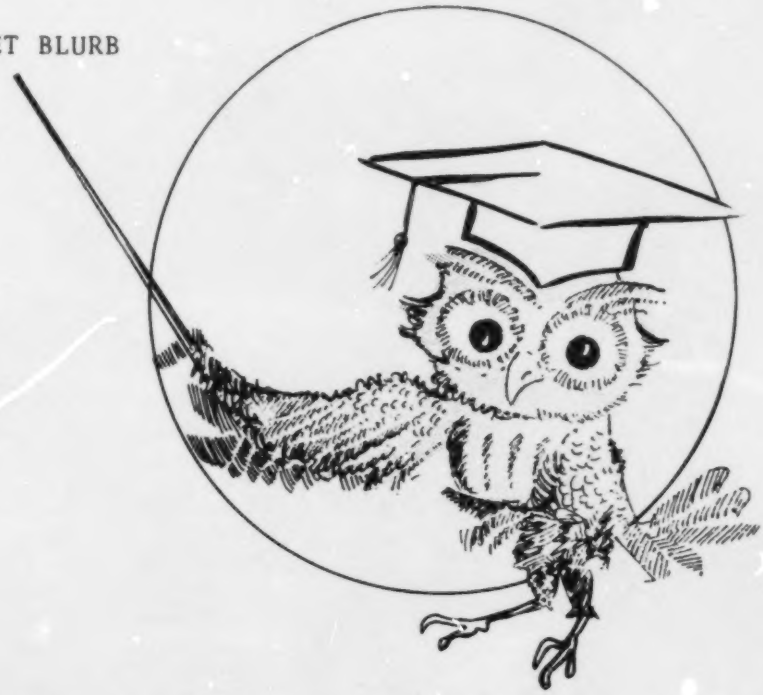


HELLO, I'M DR. M. I. WISE:
YOU WILL BE AS WISE AS AN OWL
IF YOU COME ALONG WITH ME AND
EXAMINE OUR PATIENT - THE BOOK!

In order to understand the book, our patient, a doctor must examine the structure of the patient - the book.

The parts of the book that we will examine are as follows:

1. BINDING
2. SPINE
3. JACKET AND JACKET BLURB
4. FRONT END PAPER
5. FLY LEAF
6. HALF TITLE PAGE
7. FRONTISPIECE
8. TITLE PAGE
9. COPYRIGHT PAGE
10. DEDICATION



The remaining ten parts will be taken up in "parts of the book - II"

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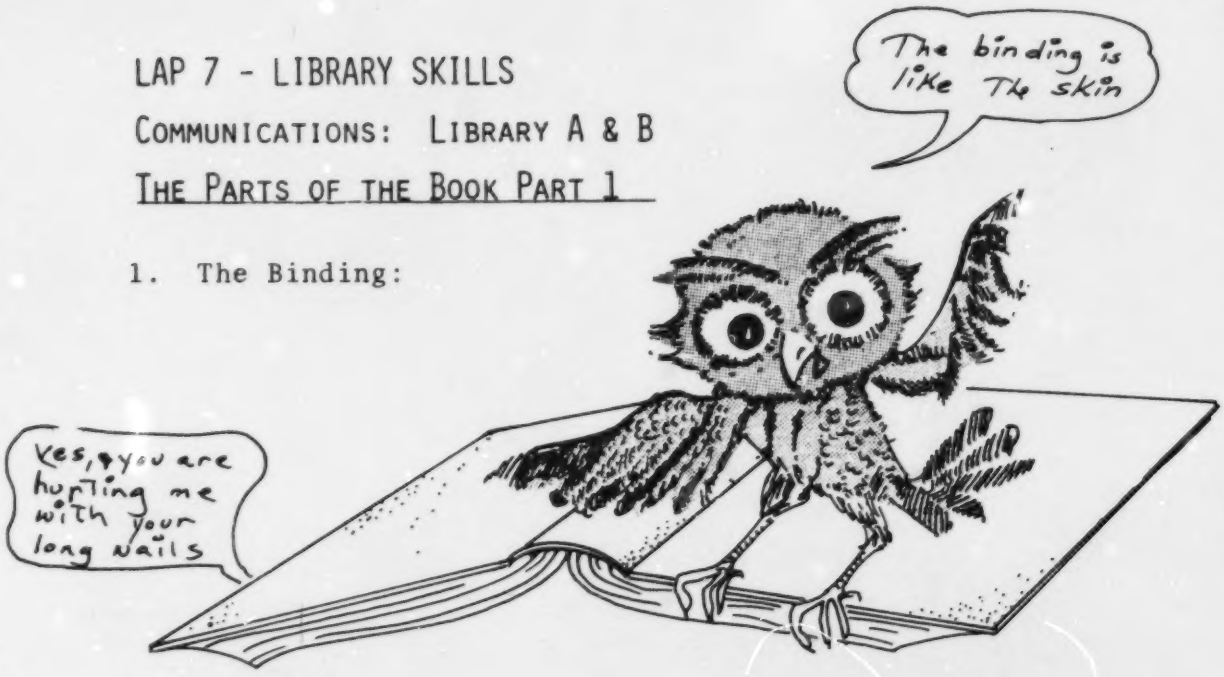
COMMUNICATIONS: LIBRARY A & B

THE PARTS OF THE BOOK PART 1

1. The Binding:



The binding is the cover of the book that contains the pages. The binding may be stiff or flexible. The pages are stapled, or glued, or sewed, or a combination of these three into the binding. In some libraries, magazines are "bound" into a hard cover. If a book is rebound, it means that the original binding is removed and a new one put on.

2. The Spine:

The spine is the back of the binding which shows when the books are on the shelves. The call numbers are placed at the bottom of the spine by the librarian. The author's last name and the title of the book are visible on the spine.

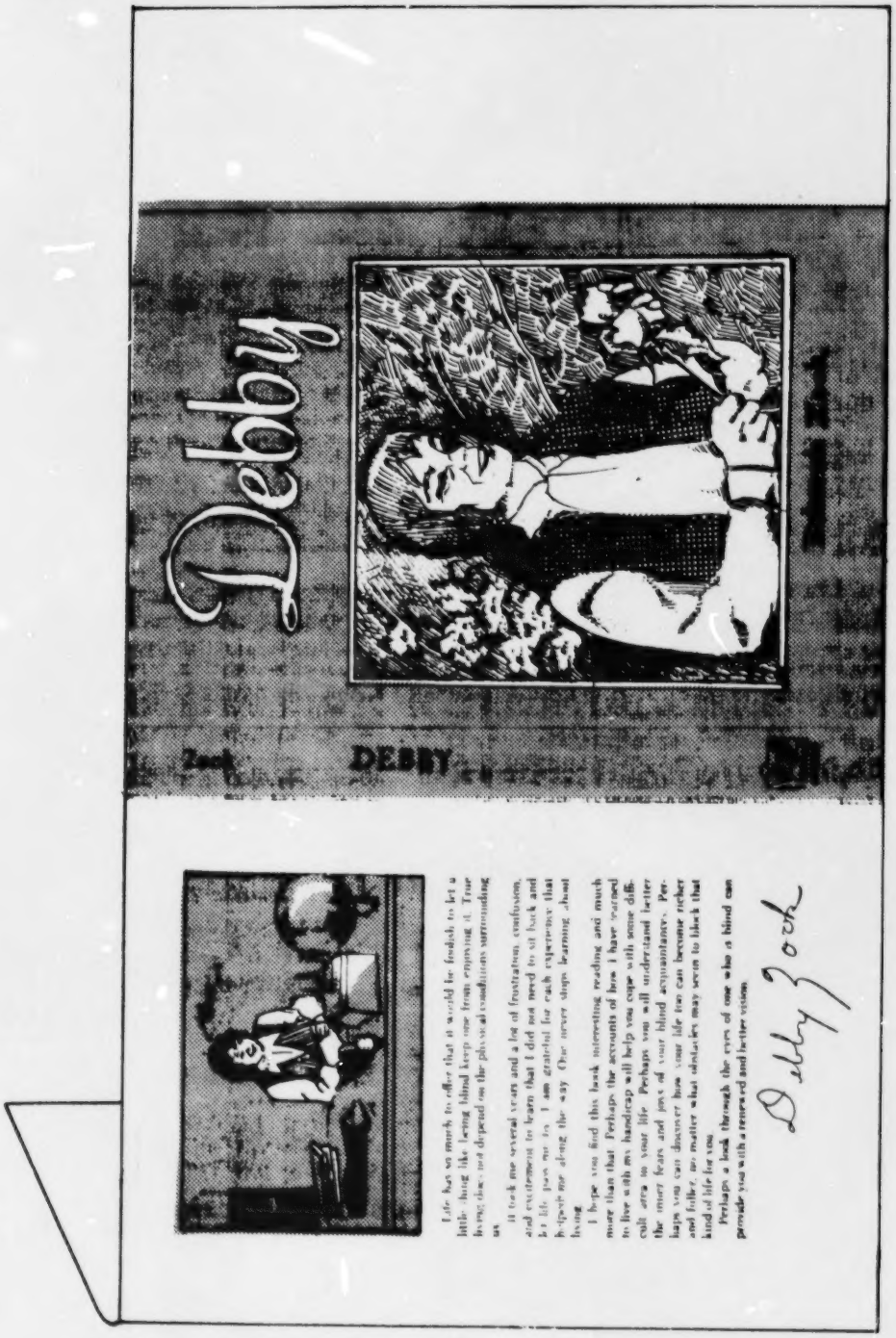
LAP 7 - LIBRARY SKILLS

COMMUNICATIONS: LIBRARY A & B

THE PARTS OF THE BOOK PART 1

3. The Jacket and the Jacket Blurb:

Below is the outside of a book jacket.



LAP 7 - LIBRARY SKILLS

COMMUNICATIONS: LIBRARY A & B

THE PARTS OF THE BOOK PART 1

This is the inside of the same jacket.

0-8361-1742-5

Debby

Debby Zook — young, attractive, vivacious, and blind—teaches school at Hazard, Kentucky. In this book she tells the story of her inner struggles to accept her handicap and her successful quest to function as a capable, self-sufficient member of society.

In Debby you will learn to know a person who loves life and lives it fully, working aroung the limitations which visual loss creates.

Debby emphasizes the importance of looking beyond a person's handicap, whatever it may be, and accepting him as an individual of worth. She points out reasons many people have trouble relating to the blind and offers helpful suggestions for overcoming these difficulties.

Debby's strong faith in God, her happy personality, her buoyant sense of humor, and her love for people stand out as she tells about her experiences in going to college, obtaining special training, learning to travel, securing a position as a teacher, and finding fulfillment in life.

Photograph by Paul M. Schrock

Design by Alice B. Shetler

To the left is the blurb at the front of the jacket as you open the book. Notice that the blurb has information about what is in the book.

LAP 7 - LIBRARY SKILLS

COMMUNICATIONS: LIBRARY A & B

THE PARTS OF THE BOOK PART 1

This is the inside of the same jacket.

To the right is the blurb at the back of the jacket as you close the book. Notice that this blurb has information about the author.

THE AUTHOR

Deborah Zook was born in Mt.Union Pa. She lost the sight of one eye at the age of eight. In spite of medical and surgrical efforts to help her, she gradually lost the sight in her other eye.

Debby graduated from the Mt. Union High School in 1966 and received her BA degree in sociology from Juniata College, Huntingdon, Pa., in 1971. She attended the Greater Pittsburg Guild for the Blind, Bridgeville,Pa., during the winter of 1971.

After completing her training at the Guild, Debby became a teacher of braille at the Hazard Vocational School, Hazard, Ky. Earlier, during the summer of 1970, she spent a period of ten weeks teaching braille in Hyden, Ky., on a special service assignment.

Debby has been active as a Christian first in the Otelia Mennonite Church, Mt. Union, Pa., and more recently in the Airport Gardens Baptist Chruch, Hazard, Ky.

Debby loves music and plays several instruments. She frequently speaks to service clubs and other groups to help them understand the problems of blindness. Often she gives her testimony of faith in Christ in song. One song she wrote was published in a special issue of the youth magazine, With.

LAP 7 - LIBRARY SKILLS

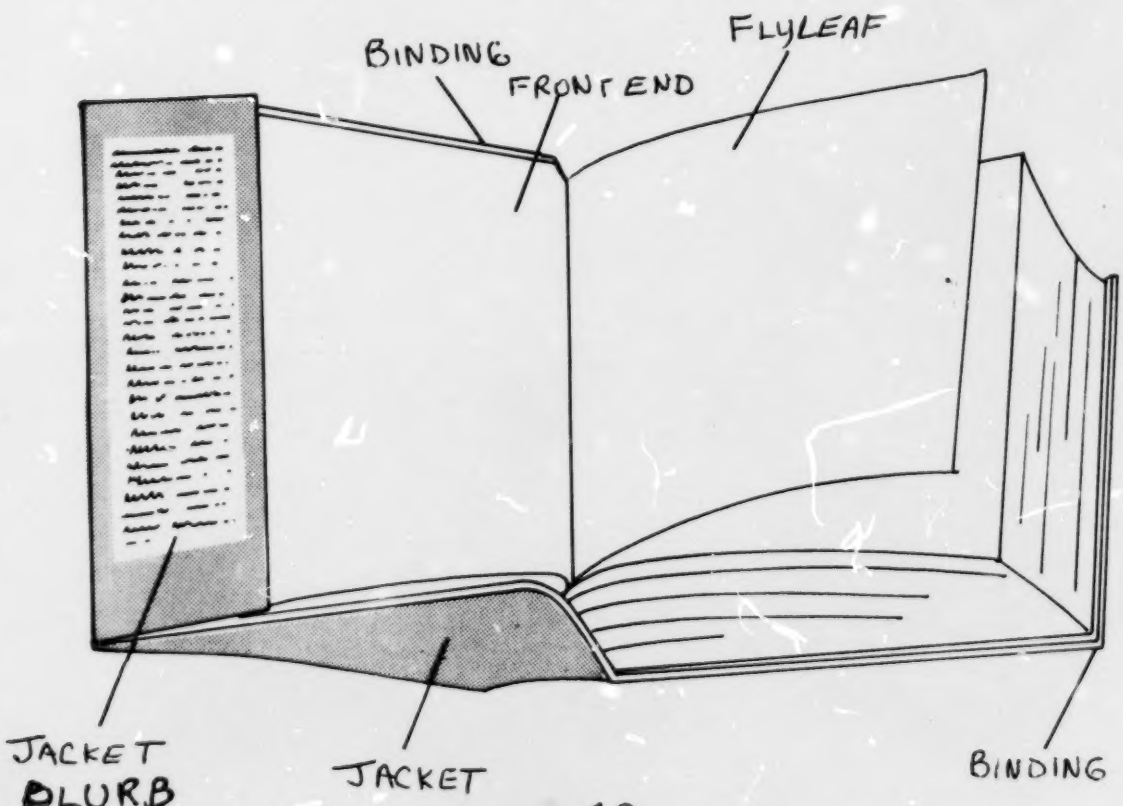
COMMUNICATIONS: LIBRARY A & B

THE PARTS OF THE BOOK PART 1

Remember! Of course, not all books have jackets. But the ones that do have a much more attractive appearance. The purpose of the jacket is (1) to protect the binding, (2) to draw attention to the book through use of colorful illustration, and (3) to inform the reader about the book through information given on the blurb. In most libraries a protective plastic cover is wrapped around the jacket.

The jacket blurb is the bit of information on the inside flap of the jacket. It usually tells the reader enough about the book to make him want to read it. Usually the back inside jacket has information about the author.

4. The Front End Papers



LAP 7 - LIBRARY SKILLS

COMMUNICATIONS: LIBRARY A & B

THE PARTS OF THE BOOK PART 1

The Front End Paper is glued to the front inside binding. Sometimes it is illustrated and sometimes not.

5. The Fly Leaf:

Above you see a picture of a fly leaf. It is the loose sheet on the other side of the end paper. It is usually a finer quality of paper than the other papers in the book. Usually but not always it is blank. Sometimes people who give books to friends will write a message or a greeting on the fly leaf.

6. The Half Title Page:

On the next page, you will see a half title page. It is a page that usually has the title of the book only. Notice that this half title page, taken from Issaac Asimov's The Shaping of England also has a small illustration.

LAP 7 - LIBRARY SKILLS

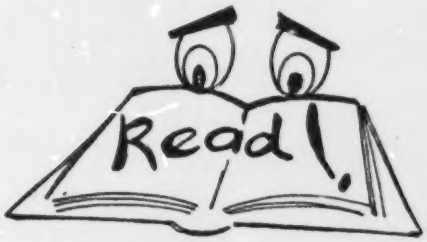
COMMUNICATIONS: LIBRARY A & B

THE PARTS OF THE BOOK PART 1

LAP 7 - LIBRARY SKILLS

COMMUNICATIONS: LIBRARY A & B

THE PARTS OF THE BOOK PART 1



7. The Frontispiece:
   Not all books have a frontispiece. Many books have pictures which go all over the title page and on the page to the left of the title page. A true frontispiece, however, is a picture on the page opposite the title page. After we discuss the title you will see an actual frontispiece and an actual title page. A frontispiece means literally "a piece that appears in the front".

LAP 7 - LIBRARY SKILLS

COMMUNICATIONS: LIBRARY A & B

THE PARTS OF THE BOOK PART 1

8. The Title Page:

If we had to pick the one page in a book that was the most important we would have to pick the title page. This is the page that lists at least three important pieces of information: the complete title of the book, the author's name, and the publisher. If the book is illustrated, the name of the illustrator will be given. Almost always the place of publication is given with the name of the publisher.

There is generally a set order in the arrangement of these items. The author's name and the title come at the top of the page (usually). The place of publication and the publisher's name come at the bottom of the page (usually). Remember, the name of the publisher is not usually the name of a person. Usually the publisher is a large company whose business it is to buy books from authors, manufacture and sell the books. Now here is an actual example of a frontispiece and a title page taken from the book Philip Hall likes me. I reckon maybe, by Bette Greene.

Another sample
The Elementary School Library in Action
by Lorna Palovic and Elizabeth B. Goodman
Parker Publishing Co. Inc. West Nyack, New York

Philip Hall likes me. I reckon maybe.

by BETTE GREENE

Pictures by Charles Lilly

The Dial Press : New York

LAP 7 - LIBRARY SKILLS

COMMUNICATIONS: LIBRARY A & B

THE PARTS OF THE BOOK PART 1

9. The Copyright Page:

The copyright page is almost always on the reverse side of the title page.

Do not confuse the printing dates with the copyright dates. The copyright date is the date that the book was copyrighted. That means that the author applied to the U. S. copyright office for the legal protection of the copyright. The copyright protects the author legally in the same way that a patent protects the inventor. The copyright forbids anyone to reproduce the material without the written permission of the publisher. Songs, sermons, etc. are all given copyrights. The copyright date is the date when the copyright was issued. Here is an example of an actual copyright page taken from the book 1001 Questions Answered About The Oceans And Oceanography by Robert W. Taber and Harold W. Bubach.

LAP 7 - LIBRARY SKILLS

COMMUNICATIONS: LIBRARY A & B

THE PARTS OF THE BOOK PART 1

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SECOND PRINTING

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When you put down the copyright date on your bibliography or any paper you are preparing, be sure to select the latest date if several are given.

LAP 7 - LIBRARY SKILLS

COMMUNICATIONS: LIBRARY A & B

THE PARTS OF THE BOOK PART 1

10. The Dedication:

Not all books have dedications but most books written by individual authors do. The dedication is a way of honoring some friend or relative of the author. Here is an actual dedication taken from the book Debby by Deborah Zook.

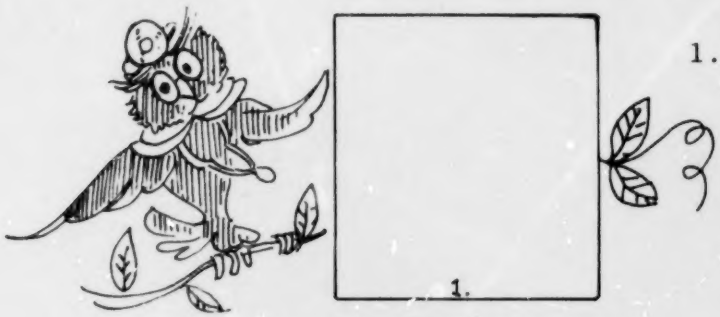
Son, I hope That you will honor us Too some day
To my parents
Whose love provided me
With firm footing
And
Whose understanding gave me
Freedom to choose my own path
Oh! yes, our baby will be a writer some day
?

LAP 7 - LIBRARY SKILLS

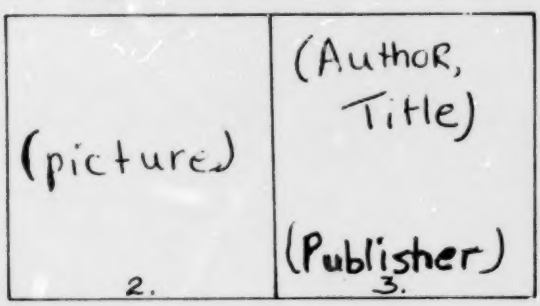
COMMUNICATIONS: LIBRARY A & B

THE PARTS OF THE BOOK PART 1

Are you "Wise" about the first 10 parts of the book?

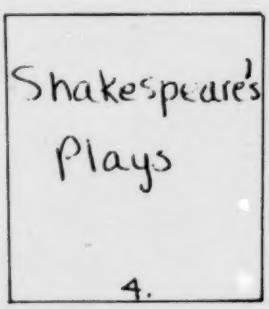


1. The blank sheet attached to the front end paper is called _____ .



2. is called _____ .

3. is called _____ .



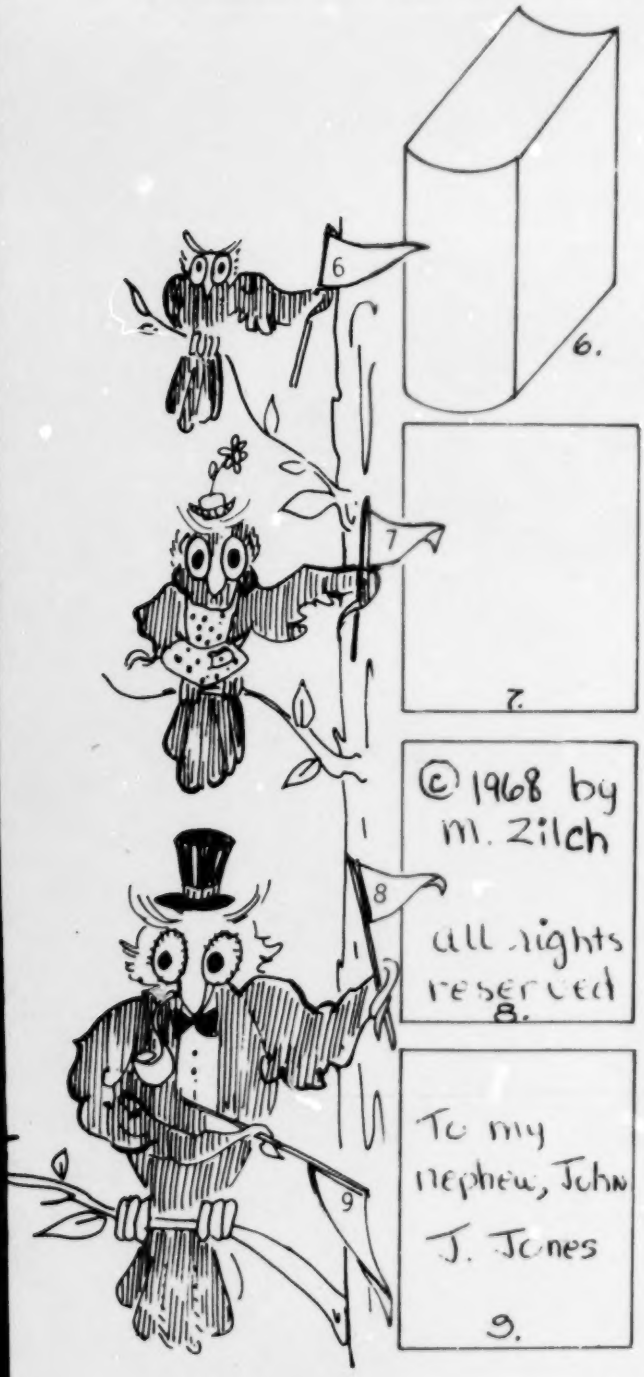
4. This is called _____ _____ .

5. This is called _____ _____ .

LAP 7 - LIBRARY SKILLS

COMMUNICATIONS: LIBRARY A & B

THE PARTS OF THE BOOK PART 1



6. The cover of the book is called _____ .

7. The sheet glued to the binding is called _____ _____ .

8. This is called _____ _____ .

9. This is called _____ _____ .

LAP 7 - LIBRARY SKILLS

COMMUNICATIONS: LIBRARY A & B

THE PARTS OF THE BOOK PART 1

10. The information about the book on the inside flap of the jacket is called _____ .

INFORMATION about the book 10.
END PAPER
10
Hello Mr. Owl. What are you doing here?
Just come To help you finish up
The Parts of The Book
The parts of the Book

LAP 7 - LIBRARY SKILLS

COMMUNICATIONS: LIBRARY A & B

THE PARTS OF THE BOOK PART 1

Now test yourself on the first 10 parts of the book:

Multiple choice: Circle the best answer.

1. A half title page is _____.
   a. a blank sheet of paper
   b. a sheet with title, publisher, date
   c. a sheet with title only
   d. a sheet with title and author

2. A frontispiece is _____.
   a. a picture in the front of the book somewhere
   b. a picture opposite the title page
   c. is not a picture at all
   d. a picture opposite the copyright page

3. The spine is _____.
   a. the body of the book
   b. the sides of the book
   c. the top of the book
   d. the back of the book

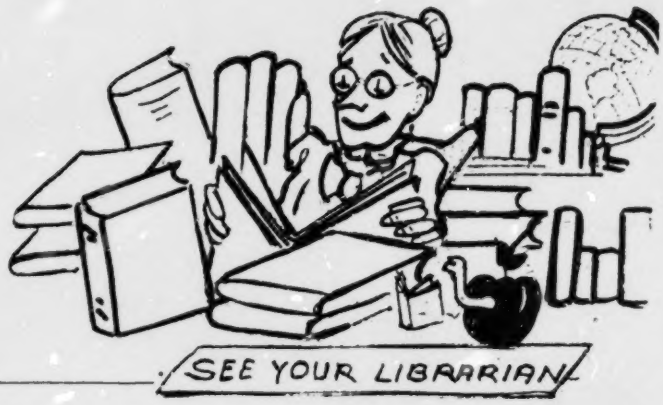
4. The title page _____.
   a. has the author's name and the title
   b. has the title only
   c. has the copyright information
   d. has the author's name, the title, and the publisher

5. The fly leaf _____.
   a. is a blank sheet of paper
   b. has just the title on it
   c. has a picture on it
   d. has the author's name

LAP 7 - LIBRARY SKILLS

COMMUNICATIONS: LIBRARY A & B

THE PARTS OF THE BOOK PART 1



6. The binding is _____.
   a. the spine of the book
   b. the cover that holds the pages in
   c. the end papers
   d. is always stiff and heavy

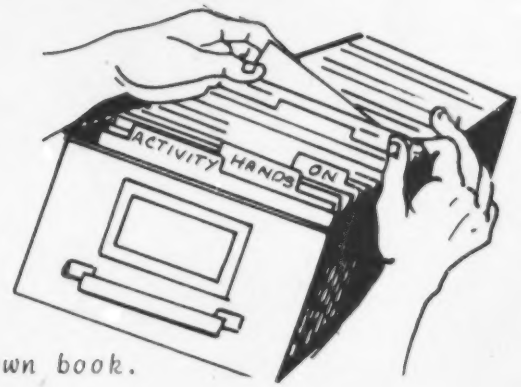
7. The jacket blurb _____ .
   a. is the front of the jacket
   b. is the back of the jacket
   c. has information about the book
   d. has a picture

8. The front end paper is _____.
   a. not a piece of paper at all
   b. is attached to the title page
   c. is attached to the end of the book
   d. is attached to the front binding

9. The dedication is _____.
   a. usually found in fiction books
   b. usually found in non-fiction books
   c. usually found in books with several authors
   d. usually the author's way of honoring someone

10. The copyright page _____.
    a. is on the title page
    b. is before the title page
    c. is after the title page
    d. is after the half title page

Give your answers to this test and the first test to the librarian.



LAP 7 - LIBRARY SKILLS

COMMUNICATIONS: LIBRARY A & B

THE PARTS OF THE BOOK PART 1

Be your own "book" doctor make your own book.

Start to make a book of your own, putting in all the parts we have just discussed.

1. You could begin with a duotang for your binding, paste blank sheets inside for front end papers and fly leaf, etc.

2. You could invent a jacket for the duotang and fold it over, making a bluro.

3. Make up a title for your book and make up the name of your publishing company.

4. See how inventive and imaginative you can be!

5. When you have the book to your satisfaction bring it to the librarian to see. If you have any problems or questions, of course see the librarian for help.